

**Bylaws of the Canadian Pony Club Inc.**  
*April 2003 Revised April 2014*

**11. REGIONS**

- 11.01 For the purpose of administration the Pony Club shall consider Canada to be divided into Regions as limited and defined from time to time by the Board of Directors and approved at an Annual or Special General Meeting of Pony Club.
- 11.02 No Regions may be removed nor additional Regions created except on the recommendation of the Board of Directors, subsequently approved and ratified at an Annual or Special General Meeting of Pony Club.
- 11.03 The Board of Directors shall have the authority to revise the names of Regions or to make minor adjustments to the geographic boundaries of Regions at any time.
- 11.04 Regional Committees under the supervision of the Regional Chair shall be responsible for carrying out the following functions in addition to such further responsibilities as may be assigned from time to time by the Board of Directors:
- (a) to co-ordinate and facilitate communication between Branches and the Board of Directors;
  - (b) to monitor Branches' activities within the Region;
  - (c) to encourage and promote the development of Branches;
  - (d) to collect membership and activity fees as necessary for the Branches within the Region and for the Region; and,
  - (e) to hold a Regional Annual General Meeting.
- 11.05 Regional Committees shall consist of a Regional Chair, Vice Chair, Secretary, Treasurer, District Commissioners, Visiting Commissioners, the Director and Deputy Director elected by the Regional Committee [in the event that the Director or Deputy Director is not the Regional Chair], a Regional Youth Representative, and such further Members as may be elected by the Regional Committee from time to time provided that a majority of the voting members of each Regional Committee must be District Commissioners, Assistant District Commissioners, or other persons who are elected directly by individual Branches or directly by the Active Members of the Region.
- 11.06 The Regional Committee may increase the number of Regional Youth Representative positions, may create Branch Youth Representative positions on the Regional Committee, and may in its Rules and Regulations establish procedures to allow direct election of Youth Representatives by the Active Members. All such Regional Youth Representatives and Branch Youth Representatives shall be full members of the Regional Committee with all rights except for voting restrictions as in section 15.
- 11.07 The Deputy Director shall work closely with the Region's Director and shall maintain an up to date knowledge of National issues. Regions may choose not to elect a Deputy Director, in which case, the Regional Chair if he or she is not the Region's Director shall also assume the office of Deputy Director. Otherwise, the position shall remain vacant. Refer to 11.17 for the procedure to have the Deputy Director replace the Director.
- 11.08 Regional Committees shall elect Regional Officers from amongst the Members of the Regional Committee or other qualified candidates and they shall consist of the Regional Chair, Regional ViceChair, Regional Treasurer and Regional Secretary.
- 11.09 The Board of Directors shall have the authority to cancel the election of a Regional Chair or other Regional officer within 30 days of being notified of the results of such election. In order

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to be carried, motions to cancel an election must be supported by at least two thirds of the Board members.

- 11.10 Regional Committees shall be chaired by a Regional Chair. A Regional Chair's term of office shall be two (2) years.
- 11.11 Unless specified differently in Regional Rules and Regulations, the term of office for all members of the Regional Committee other than the Regional Chair, Director, and District Commissioners shall be one year beginning immediately upon their election and there shall be no limit on the number of consecutive terms a person may serve in the same office.
- 11.12 The Regional Chair shall generally supervise and oversee the administration of the affairs of the Region. This includes the authority to suspend any decision of the Regional Committee or any subcommittee pending review by the Management Committee or Board of Directors if he or she believes that the decision is contrary to any Pony Club policy.
- 11.13 Visiting Commissioners shall be elected by the Regional Committee from amongst those who are qualified and are capable of rendering assistance to a Region, Branch or Branches of the Pony Club. A Visiting Commissioner shall have the right to attend all meetings of the Regional Committee, Branch Executive Committees, all Branch functions within the Region which elected him or her, and shall be available to give assistance and encouragement to the Region, Branches, and/or individual Members.
- 11.14 A Region may adopt Regional Rules and Regulations which may include terms of reference for the Regional Chair, Regional Officers, Visiting Commissioners and others provided that they are consistent with these bylaws and policies which may be established by the Board of Directors from time to time. Regional Rules and Regulations may amongst other matters deal with the following:
- (a) qualifications for Active Members within the Region (in addition to National qualifications), Regional Associate Members and/or Regional office holders. Qualifications for Active Members must follow policies which may be set from time to time by the Board of Directors and must be approved by the Board of Directors or the Management Committee before taking effect;
  - (b) conflict of interest guidelines for Regional Associate Members and/or office holders; (c) Regional Annual and Special General Meetings;
  - (d) election procedures for the Regional Chair, the Region's Director, and/or other Regional office holders;
  - (e) terms of office and/or limitations on consecutive terms served in office for all Regional offices; (f) procedures for resolving controversy within the Region; and, (g) establishing quorums for meetings.

Regional Rules and Regulations shall not become effective until approved by the Board of Directors or the Management Committee.

11.15 Activity fees may be set by a Region or Branch provided that such fees are consistent with policies that may be established from time to time by the Board of Directors.

11.16 Each Region shall hold a Regional Annual General Meeting at which it shall:

- (a) If the position is vacant, elect a Member to the Board of Directors who may or may not be the Regional Chair;
- (b) ratify, pass or amend Regional Regulations as required; and,
- (c) receive reports from the Regional Chair, District Commissioners, and others as may duly be received.
- (d) arrange that the finances of the region be reviewed by at least one person other than the Treasurer and who is not related to the Treasurer.

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11.17 In the event that a Director elected by a Region is:

- (a) elected by the Board of Directors to become the National Chair;
- (b) removed from office or resigns; or,
- (c) is not able to complete his or her term of office for any other reason,

the Deputy Director of the Region shall immediately assume the position of Director for the Region and shall serve the unexpired portion of the Director's term of office.

If the position of Deputy Director is vacant, the Region from which the Director was elected shall, at the earliest reasonable opportunity after the position is vacated and with at least 21 days notice to all members of the Regional Committee, elect a new Director to complete the unexpired term of office.

11.18 If any member of the Regional Committee who was elected by a Branch is unable for any reason to complete his or her term in office, the Branch which elected him or her may appoint or elect a replacement to serve the unexpired portion of the term.

11.19 If any other member of the Regional Committee not included in paragraphs 11.17 or 11.18 is unable for any reason to complete his or her term in office, the Regional Committee may appoint or elect a replacement to serve the unexpired portion of the term.

11.20 Upon the closing or winding up of any Region of the Pony Club for whatsoever reason, its last Regional Chair holding office or in his or her absence the Director from that Region and the Regional Committee must remit all membership fees and other accounts due, all membership records of the Region, all Regional assets, all books, statements of account of the Region, and all other documents held by the Region in respect of or relating to affairs of the Region to the Board of Directors.

## **12. BRANCHES**

12.01 There shall be Branches of Pony Club within each Region for the purpose of promoting and implementing the objects of Pony Club.

12.02 Regional Committees shall have the authority to create new branches which shall become recognized Branches of the Pony Club immediately upon approval of the new Branch and its District Commissioner by the Regional Committee. The name of any new Branch shall be tentative until approved by the Board of Directors.

12.03 Any Branch of the Pony Club is subject to suspension by the Board of Directors or the Regional Committee of the Region in which it is located if it is in violation of any Pony Club bylaw, rule, regulation, or policy and/or if in default of any membership, activity, or other fees or payments which are rightly due to its Region or to the Pony Club. A Branch of the Pony Club which has been suspended shall not take part in any Pony Club activities nor shall the members of its Branch Executive Committee be entitled to a vote at Regional meetings or general meetings of the Pony Club.

12.04 The affairs and activities of Branches shall be managed under the supervision of the District Commissioner by a Branch Executive Committee which shall be composed of a District Commissioner, Assistant District Commissioner, Branch Treasurer, and Branch Secretary.

12.05 If a Branch Executive Committee so wishes in order to help with the operations of a larger Branch, it may add 1 Executive Committee Member for each 5 registered Active Members in its Branch, to a maximum number of 10 Executive Committee members.

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- 12.06 Members of the Branch Executive Committee shall be elected at a Branch Annual or Special General Meeting where voting shall be as in paragraph 15.03.
- 12.07 A Branch Executive Committee shall elect the District Commissioner and Officers from amongst the Branch Executive Committee Members or other qualified candidates. If provided for in the Branch Rules and Regulations, the District Commissioner and Officers may instead be directly elected at a Branch Annual or Special General Meeting.
- 12.08 The Regional Committee shall have the authority to cancel the election of a District Commissioner or other branch officer within 30 days of being notified of the results of such election. In order to be carried, motions to cancel an election must be supported by at least two thirds of the Committee members
- 12.09 Unless specified differently in the Branch Rules and Regulations, the term of office for a District Commissioner shall be two (2) years and for all other Branch office holders shall be one (1) year beginning immediately upon his or her election and there is no limit on the number of consecutive terms any person may serve in the same office.
- 12.10 The District Commissioner shall generally supervise and oversee the administration of the affairs of the Branch. This includes the authority to suspend any decision of the Branch Executive Committee or any subcommittee pending review by the Regional Committee if he or she believes that the decision is contrary to any Pony Club policy.
- 12.11 If a member of the Branch Executive Committee is unable for any reason to complete his or her term in office, the remaining members of the Branch Executive Committee may elect a replacement to serve the unexpired portion of the term.
- 12.12 A Branch Executive Committee may adopt Branch Rules and Regulations which may include terms of reference for the District Commissioner, Assistant District Commissioner, Branch Officers and others provided that they are consistent with these bylaws, Regional Rules and Regulations, and policies which may be established from time to time by the Board of Directors. Branch Rules and Regulations may amongst other matters deal with the following:
- (a) qualifications for Active Members within the Branch (in addition to National and Regional qualifications), Branch Associate Members and/or Branch office holders. Qualifications for Active Members must follow policies which may be set from time to time by the Board of Directors and must be approved by the Board of Directors or the Management Committee before taking effect.;
  - (b) conflict of interest guidelines for Branch Associate Members and/or office holders;
  - (c) Branch Annual and Special General Meetings;
  - (d) election procedures for District Commissioners and/or other Branch office holders;
  - (e) terms of office and/or limitations on consecutive terms served in office for all Branch offices except for the District Commissioner; (f) procedures for resolving local controversy; and, (g) establishing quorums for meetings.

Branch regulations shall not become effective until approved by the Regional Committee responsible for the Branch.

12.13 Any Branch which has no registered Active Members for a period exceeding 12 months shall be deemed to be inactive.

12.14 A Region or the Board of Directors may declare any Branch disbanded if it is inactive for 2 successive years.

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12.15 Upon the closing or winding up of any Branch of the Pony Club for whatsoever reason, its last District Commissioner holding office or in his or her absence the Branch Executive Committee must remit all membership fees and other accounts due, all membership records of the Branch, all Branch assets, all books, statements of account of the Branch, and all other documents held by the Branch in respect of or relating to affairs of the Branch to the Board of Directors or the Regional Committee.

### **13. QUALIFICATIONS FOR OFFICE**

- 13.01 All candidates for any office in the Pony Club at any level shall be Members in Good Standing as defined in paragraph 4.01 and successful candidates must remain Members in Good Standing for the duration of their term in office.
- 13.02 No person who is substantially interested in leasing, renting, or selling horses, instructing in equitation for personal profit or otherwise earns a substantial income from such matters shall be eligible for election as the District Commissioner of any branch which is dependent upon the use of any such goods or services which may be controlled by that person.
- 13.03 A candidate for District Commissioner, Assistant District Commissioner, Regional Chair, Regional Vice Chair, or Regional Treasurer must have reached his or her 21<sup>st</sup> birthday when he or she takes office.
- 13.04 Unless otherwise stated by Regional or Branch Rules and Regulations, Active Members of any age are eligible for all offices except those listed in paragraph 13.03; however they may not vote on any issue as a member of any decision making committee until they are 18 years of age or older. Active Members are eligible for the office of Active Member Director (see 7.01 and 7.02) provided that they must be 18 years of age or older before taking office.
- 13.05 All office holders who are not Active Members must be Associate Members at the level at which they hold office for the duration of their term.
- 13.06 All office holders must be capable of retaining the confidence of their electors for the duration of their term in office and may be recalled as per section 14 if they fail to retain that confidence.

### **14. REMOVAL FROM OFFICE**

- 14.01 Any Branch officer including the District Commissioner may be removed from office by a vote of at least two thirds of the total eligible Branch Associate Members plus those Branch Active Members who are 18 years of age or older or by a vote of at least two thirds of the total eligible voting members of the Regional Committee in the Region in which his or her Branch is located.
- 14.02 Any Regional officer including the Regional Chair and/or Director may be removed from office by a vote of at least two thirds of the total eligible voting members of the Regional Committee.
- 14.03 A supervised vote may be requested by either the office holder or the Branch Executive Committee or Regional Committee involved. Supervised votes shall follow procedures which shall be established from time to time by the Board of Directors.
- 14.04 Any National office holder or National Committee Member, including a member of the Board of Directors, may be removed from office by a vote of at least two thirds of the eligible voting members on the Board of Directors.

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- 14.05 The Corporate Members may remove a Director from the Board of Directors for cause, including but not limited to, conviction for an indictable offence and dereliction of duty by ordinary resolution at a National Annual or Special General Meeting of the Pony Club.
- 14.06 The Board of Directors, National Committees Regional Committees, and Branch Executive Committees may establish policies which deem any office holder to have resigned if he or she fails to attend a specified number or proportion of meetings.
- 14.07 Removal from office under any of the above paragraphs does not result in termination of membership.
- 14.08 Any office in the Pony Club shall be deemed to be vacant if the incumbent:
- (a) resigns his or her office;
  - (b) ceases to be a Member in Good Standing;
  - (c) is found to be of unsound mind;
  - (d) becomes bankrupt or takes the benefit of any legislation relating to bankruptcy or insolvency;
  - (e) ceases to be a permanent resident of Canada; or,
  - (f) dies.

### **15. VOTING**

- 15.01 The following restrictions shall apply for voting at all levels in the Pony Club:
- a) All voting members of any decision making committee must be 18 yrs of age or older.
  - b) Except as specified elsewhere in these bylaws in Branch or Regional Rules and Regulations, or by Canadian law, all matters shall be decided by majority vote of those who are present and entitled to vote.
  - c) Except for elections and other special cases, voting will be by show of hands. A secret ballot is required on any matter if one quarter of the voters present request it.
  - d) Except as specified elsewhere in these bylaws or in Regional or Branch Rules and Regulations, a quorum for all meetings shall be one third of the eligible voters present in person.
  - e) Any meeting of the Pony Club at any level once duly called to order may continue to conduct business at the pleasure of the remaining members if it happens that some members leave the meeting thereby reducing the number present to less than a quorum.
  - f) Except for National or Regional Annual and Special General meetings or extraordinary circumstances as described elsewhere in these bylaws, no proxies or other methods of absentee voting are allowed at any level in the Pony Club. The transfer of voting rights by a District Commissioner or other Regional committee member to another Member for the duration of one meeting is not considered a proxy for this purpose and is permitted provided that allowance for such a transfer is included in the Regional Rules and Regulations and that the receiver of the transferred vote does not hold any other voting rights at the meeting.
  - g) Except for proxies as allowed above, no-one shall have more than 1 vote on any issue as a result of holding office regardless of how many offices he or she may hold. A single person may have more than one vote only if representing a Region as per paragraph 6.03 or if representing Active Members in his or her family as per paragraph 15.03.
- 15.02 Voting at Branch Executive Committee meetings is limited to Executive Committee Members in Good Standing who are 18 years of age or older.
- 15.03 Voting at Branch General Meetings is limited to Branch Associate Members in Good Standing and  
Active Members in Good Standing who are 18 years of age or older. Unless specified otherwise in the Branch Rules and Regulations, each Active Member under the age of 18 may be represented by an adult member of his or her family who shall be an Associate Member and may exercise one vote for each under 18 Active Member in his or her family. An Associate Member may not represent Active

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Members in other families. Each member of the Branch Executive Committee shall be an Associate Member and shall have the right to one vote in addition to any he or she may hold as a representative of under 18 Active Members in his or her family.

- 15.04 With the exception of a vote on a motion for removal of a Branch office holder, proxies are not permitted at any Branch meeting including Annual or Special General Meetings.
- 15.05 Voting at Regional Committee meetings including Regional Annual or Special Meetings is limited to Regional Committee Members in Good Standing who are 18 years of age or older.
- 15.06 With the exception of a vote on a motion for removal of a Regional office holder, proxies are not normally permitted at Regional meetings including Annual or Special Meetings. Regions may provide for proxies in their Rules and Regulations for voting in elections or on other important issues at Annual and Special Regional Meetings where advance notices of motions are given.
- 15.07 Voting on the Board of Directors and all National Committees shall be limited to Members in Good Standing of the Board or Committee who are 18 years of age or older.
- 15.08 No proxies are permitted for Board or National Committee meetings but are permissible for National Annual and Special General meetings as per paragraph 6.04.